



Request for Tenancy Approval Packet

Este documento se puede traducir. Para adquirir la versión traducida, por favor comuníquese al 312-935-2600.

WELCOME TO CHA'S HOUSING CHOICE VOUCHER (HCV) PROGRAM

Below is an **estimated** timeline for processing a new move once CHA receives your complete and accurate Request for Tenancy Approval (RTA) packet. For quick and efficient processing, this entire packet must be submitted in full. **Missing, incorrect or incomplete information will result in delays.**

Once completed correctly and in its entirety, the full RTA packet and any supporting documentation **must** be uploaded to the HCV Owner Portal at chahcvportal.org (MOVES, Upload my RTA). Property owners new to the HCV Program may submit the RTA packet via email to ownerinfo@thecha.org. **RTA packets submitted by any other means will not be processed.**

1. PROPERTY OWNER SCREENING

CHA screens the property owner to determine eligibility — criminal background or Certificate of Good Standing, property taxes paid, proof of ownership, city code violations, etc.

Note: In addition to the above, the property must not have any open housing court cases or be included on the City of Chicago Building Code Scofflaw List.

3. INITIAL INSPECTION

CHA conducts an inspection of the “rent-ready” unit. If the unit does not pass, the property owner must make the necessary repairs and call CHA within **14 days** to schedule a re-inspection. If the unit does not pass again, CHA will cancel the moving process for this unit.

5. RENT OFFER ACCEPTANCE

CHA awaits confirmation from the property owner that they accept the rent offer. If acceptance is not received within **2 days** of receipt, CHA will cancel the move.

7. HOUSING ASSISTANCE PAYMENT

CHA receives the signed HAP Contract and corresponding lease and sets up the account for payment on the next available check run.

WEEK ONE

WEEK TWO

WEEK THREE

WEEK FOUR

WEEK FIVE

WEEK SIX

WEEK SEVEN

2. INITIAL INSPECTION SCHEDULING

CHA contacts the property owner to schedule an Initial Inspection. The property owner and/or authorized agent must be present for the scheduled inspection.

4. RENT DETERMINATION

CHA conducts an analysis of comparable units (unsubsidized, within a 1-mile radius, leased within the last year) to calculate a reasonable Market Rent, compares that to the Asking Rent and HCV participant family's affordability, and determines the Contract Rent. CHA contacts the property owner with the rent offer.

Note: Property owners are encouraged to submit comparable unit data to AffordableHousing.com for consideration prior to or at the same time as the RTA packet submission.

6. HAP CONTRACT EXECUTION

CHA sends the Housing Assistance Payment (HAP) Contract for the property owner to sign and return along with the corresponding lease (signed by both parties and effective any day of the month except for the 1st). Both documents must be returned within **5 days** of receipt or CHA will cancel the move.

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Reminder: This page and all required documentation included in the checklist below must be completed correctly and submitted to CHA (via the HCV Owner Portal at chahcvportal.org or emailed to ownerinfo@thecha.org only) for processing to begin. In addition, it is important that each of the following take place prior to the family's move-in date.

1. The unit passes a CHA-conducted inspection.
2. The rent offer is accepted by the property owner.
3. The lease and HAP Contract are signed and returned to CHA.

Voucher Holder Name: _____ Voucher #: _____

Property Owner/Authorized Agent Name: _____

Are you a **new** property owner to CHA? ☐ Yes ☐ No, my vendor # is: _____

Note: All housing providers are encouraged to stay up to date with the rules and expectations of the HCV Program. For more information, including a link to the on-demand property owner briefing, visit www.thecha.org/hcvownerbriefing.

Are you, your spouse, domestic partner or an immediate family member (related by blood or marriage) employed, contracted or subcontracted by the Chicago Housing Authority? ☐ Yes ☐ No

Do you currently have any open cases in the City of Chicago Building Court? ☐ Yes ☐ No

Physical Address: _____
(Principal place of business where records will be kept; PO Box alone or c/o is unacceptable.)

Mailing Address: _____
(Complete only if different from physical address listed above.)

What is your preferred language? _____

Have you screened your potential tenant? ☐ Yes ☐ No

Note: CHA can provide contact information for the HCV participant family's previous property owner. However, tenant screening for suitability and reference checks are solely the property owner's responsibility.

Required Documentation Checklist

- ☐ HUD Request for Tenancy Approval Form
(requires the unit's Property Index Number (PIN) — available at www.cookcountyassessor.com)
- ☐ Authorization for the Release of Information — Owner (for individual property owners only)
- ☐ Disclosure of Information for Pre-1978 Housing Rental and Leases
- ☐ Direct Deposit Authorization Form, including IRS Form W-9 (for new HCV property owners only)
- ☐ Affidavit of Ownership
- ☐ Property Owner Certification Form
- ☐ Management Authorization Form (if applicable)

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CHA Customer Call Center: 312-935-2600 / 312-461-0079 (TTY) • www.thecha.org/hcv